

JOB DESCRIPTION

POST TITLE:	Fractional Lecturer in Foundation Studies (0.4)
GRADE:	Harmonised Salary Point 15 – 34 pro rata
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Foundation Studies
WORK ARRANGEMENTS:	14.8 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Learner support and general administrative duties associated with the academic function.
3. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

DUTIES AND RESPONSIBILITIES

1. To deliver high quality and challenging learning experiences for individuals and groups in all taught sessions (including tutorial, subject specific workshops, internships and employability and living skills development) so that learners make excellent progress within their study programme
2. To deliver lessons that apply a wide range of teaching, learning and assessment strategies for individual learners and groups ensuring that high levels of progress are made in every lesson
3. To work alongside Learning Support Assistants to provide a whole team approach to meeting individual learner needs
4. To lead on the development and planning of teaching and learning materials including schemes of work, programme delivery, modules and qualifications as appropriate
5. To lead and collaborate with staff in the development and evaluation of excellent learning materials and programmes of study applying a wide range of teaching learning and assessment strategies
6. To lead and devise appropriate assessment material that utilises a range of different assessment strategies to support learner progress

7. Returning assessed work promptly to learners indicating proposals for improvement in line with progress measures
8. Assessing and verifying assessments as a member of the programme team
9. Provide learners with regular and meaningful feedback in line with college policy for all learning that takes place (classroom, formative and summative assessments) with a focus on all learners making at least the progress expected of them
10. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to learners
11. Effectively deliver the programme of learning in accordance with College policies
12. Remain compliant with the expected standards and college policy in relation to the maintenance of academic records including registers, records of work and any other records which may be required
13. Planning and organising field trips, site visits and related activities
14. Participating in programme team(s) meetings and contributing towards the planning, development and administration of programmes and assessment of learners work
15. To attend and actively participate in area and department meetings, planning events, open days and recruitment events
16. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes
17. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager
18. Assisting with visits from and to schools, taster courses and transition events for potential learners.
19. Acting as personal tutor to nominated groups and individual learners as needed
20. Participating in the guidance and interviewing processes to ensure that learners, stakeholders and prospective learners undertake appropriate learning programmes
21. Participating in reporting processes to provide feedback for parents and other stakeholders
22. Liaising with parents and stakeholders at parents' and careers' evenings and other similar events at schools and at the College
23. Working with external agencies to ensure a holistic approach is taken when dealing with learner progress and development.

GENERAL

1. Take an active role in the health, safety and welfare of learners and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities as required including the Performance and Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.

4. Comply with all legislative and regulatory requirements.
5. Apply the college's own Safeguarding Policy and practices and attend training as requested.
6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	Fractional Lecturer in Foundation Studies	Department:	Professional, Creative and Service Industries
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Recognised professional qualification in Foundation Studies / SEND subject area	D	A
Degree in a relevant field	E	A
Recognised teaching qualification	E	A
Level 2 qualification in Maths and English and willingness to undertake further maths and English training as required	E	A
Experience:		
Professional sector based experience in Foundation Studies	E	A/I
Successful teaching/training experience within a SEND environment	E	A/I
Experience of delivering curriculum to 16-18 year olds and adult learners with SEND	E	A/I
Working with multi agency working practices including EHCPs, supported Internships etc.	E	A/I
Experience of teaching on Foundation Studies / SEND courses	E	A/I
Experience of successful course leadership and personal/ subject tutor group management	D	A/I
Skills/Knowledge:		
An ability to deliver units across the whole range of Foundation Studies courses at various qualification levels from E1-L1 and to embed maths and English and Equality and Diversity in learning experiences	E	A/I
A working knowledge of Life and Employability curriculum and practice	D	A/I
An ability to successfully monitor and manage learner performance and success including attendance, retention and achievement	D	A/I
An ability to successfully monitor and manage personal/subject tutor groups and support them to succeed	D	A/I
Ability to use a range of ICT programmes (including MS Teams and inclusive technologies) to deliver teaching and learning and to monitor learner progress and assessment	E	A/I
An awareness of the current OFSTED Education Inspection Framework relating to SEND learners	D	A/I
An awareness of the social model of disability and its wider implications on education	E	A/I
Qualities:		
Ability to work in a team and support others (team work skills)	E	A/I
A flexible, creative and innovative approach to teaching with SEND learners	E	A/I

Willingness to travel between sites and work evening/weekend sessions	E	A/I
Strong organisational and time management skills, ability to prioritise	E	A/I
Excellent interpersonal, verbal/non-verbal and written communication skills	E	A/I
Patient, understanding, empathetic and approachable to all learners and colleagues	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Proof of the right to work in the UK	E	A
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	S. Heeley	Date Produced:	05.07.21
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